



CALIFORNIA PRISON INDUSTRY AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON INDUSTRY AUTHORITY	RELEASE DATE:	Friday, August 31, 2012
POSITION TITLE:	JOINT VENTURE/FREE VENTURE PROGRAM MANAGER (Pending Control Agency Approval)	FINAL FILING DATE:	Friday, September 28, 2012
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	08282012_2

POSITION DESCRIPTION

The Joint Venture Program (JVP) is responsible for implementing the Prison Inmate Labor Initiative, Proposition 139, passed by the voters in 1990. Under its provisions, private businesses can set up operations inside California correctional facilities and hire inmates. This includes only those businesses that are starting a new enterprise, expanding an existing business or relocating within California.

The Free Venture Program (FVP) is a rehabilitation endeavor providing opportunities for juvenile offenders (wards) to gain valuable work experience and job-skills training, in addition to providing valuable benefits to business owners. The FVP operates in much the same way as the JVP, except that it is located within California juvenile institutions. Both are agreements/contracts between the State of California, the California Department of Corrections and Rehabilitation (CDCR) and private industry business owners.

These unique relationships are a cooperative effort of private industry and the State of California benefiting businesses, victims, and the State while preparing offenders for successful reintegration into the community.

As part of the California Prison Industry Authority (CALPIA) executive staff, the Joint Venture (JV)/Free Venture (FV) Program Manager reports directly to the General Manager and works closely with the JV/FV Policy Advisory Board while operating within non-correctional and correctional environments.

The incumbent directs the implementation of the JV/FV mission goals and objectives; develops, monitors and evaluates statewide program policies, procedures and standards; coordinates JV/FV program policies, procedures, and activities with other public sector programs, divisions and

departments statewide; monitors and evaluates the implementation of JV/FV businesses within institutions; conducts periodic reviews of JV/FV businesses to ensure compliance with Federal guidelines and State laws and regulations governing the operation and implementation of JV/FV Programs; builds strong working relationships with high level individuals working in the public sector at state, federal and local levels and in the private sector at local, national and international levels; represents CALPIA with other State agencies, legislative bodies, private businesses and citizens, media, public and private organizations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Your Statement of Qualifications must specifically address each Desirable Qualification listed below. Number each response in the same order as listed and provide specific examples of your background, qualifications and experience.

1. Demonstrated experience developing and implementing a strategic marketing plan for the public and/or private sector.
2. Knowledge of security and operational procedures which may impact private sector businesses to operate in a secured area.
3. Demonstrated experience establishing and maintaining cooperative working relationships with all levels in various government agencies, private sector businesses, and public organizations.
4. Demonstrated experience developing, implementing, and evaluating statewide program policies and procedures.
5. Demonstrated ability to effectively communicate, orally and in writing, with all levels and to diverse audiences.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **JOINT**

VENTURE/FREE VENTURE PROGRAM MANAGER (Pending Control Agency Approval), with the **CALIFORNIA PRISON INDUSTRY AUTHORITY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

This examination will consist of a review of each candidate's application and Statement of Qualifications (SOQ). A screening committee will evaluate each candidate's experience as it relates to the "Desirable Qualifications" listed and the SOQ will serve as documentation of each candidate's ability to present information clearly and concisely in writing. Hiring interviews may be conducted, with the most qualified applicants, if the General Manager finds them necessary to make a selection.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications should not be less than a size 10 font.
- Applicants that fail to submit a Statement of Qualifications and/or fail to respond to each Desirable Qualification by numbering each response and providing specific examples of experience, will be eliminated from the examination.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON INDUSTRY AUTHORITY, Examination Unit
560 East Natoma Street, Folsom, CA 95630
Cindy Brooks | 916 358-2696 | cbrooks@pia.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application package, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date. Application packages postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Faxed applications are not accepted. If you have any questions in regards to this CEA Exam Bulletin please call (916) 358-2696.

Any candidate applying as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their application package.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON INDUSTRY AUTHORITY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)